

Retention and Classification Report

Agency: Department of Administrative Services. Division of Finance.
Office of State Debt Collection (2791)
5110 State Office Building
Salt Lake City, UT 84114-0000

Records Officer Anne McNally

27020	Activity reports
25596	Debt collection debtor case files
25597	Debt collection financial records

AGENCY: Department of Administrative Services. Division of Finance. Office of State Debt Collection

SERIES: 27020

3

TITLE: Activity reports

DATES: 2008-

ARRANGEMENT: Chronological by date.

DESCRIPTION:

This series contains activity reports used to track productivity within the office. They are used to document monies collected on a weekly basis as well as personnel, client, or facilities issues that arise each week. The information is compiled by the director of Debt Collection and forwarded on to the director of Administrative Services.

RETENTION:

Retain 1 year.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 48.

AUTHORIZED: 11/18/2008

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year or until administrative need ends, whichever is first, and then destroy.

APPRAISAL:

Administrative

AGENCY: Department of Administrative Services. Division of Finance. Office of State Debt Collection

SERIES: 27020

TITLE: Activity reports

(continued)

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305 (3), (4)

AGENCY: Department of Administrative Services. Division of Finance. Office of State Debt Collection

SERIES: 25596

3

TITLE: Debt collection debtor case files

DATES: 1995-

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION: 6.00 cubic feet.

DESCRIPTION:

This series consists of records that are sent to the Office of State Debt Collection. They are sent with the debtors' account for placement and verification of debt and to answer questions when vendors and debtors make inquiries. The records contained in this series include adjustment authorizations, notes of specific circumstances, police reports, OSHA inspections, court dockets, original non sufficient funds (NSF) checks, documentation of previous collection efforts by referring agencies (such as NSF check demand letters), previous agreements, bankruptcy information, original court judgments, death certificates and notifications, records of any prior legal action, reconciliation reports for specific accounts, and aging information.

RETENTION:

Retain 8 years.

DISPOSITION:

Destroy provided no litigation is pending.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/2005

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after case is closed and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy provided no litigation is pending.

AGENCY: Department of Administrative Services. Division of Finance. Office of State Debt Collection

SERIES: 25596

TITLE: Debt collection debtor case files

(continued)

APPRAISAL:

Administrative Fiscal Legal

This disposition is based on the information the records give in showing that the agency is meeting its obligations as set forth in UCA 63A-8-201.

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302

AGENCY: Department of Administrative Services. Division of Finance. Office of State Debt Collection

SERIES: 25597

3

TITLE: Debt collection financial records

DATES: 1995-

ARRANGEMENT: Numerical by record number, thereunder chronological by date.

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

This series consists of records that document the payments, adjustments, garnishment, refunds, non sufficient funds (NSF) checks, and cancelled warrants that come to the State Office of Debt Collection. They are used to develop and streamline the Finet coding and to evaluate the budget. They are also used if debtors contest the amount of payment, want information on a NSF check, or demand a refund of tax garnishments. The hard copy documentation is attached to each Finet action and may include Receivables (RE), Payment Vouchers (PV), Inter-agency transfers (IAT), finders garnishments, finders refunds, Utah Technology Finance Corporation (UTFC) loans, cancelled warrants and replacement information, bank deposits, and cash receipt books.

RETENTION:

Retain 8 years.

DISPOSITION:

Destroy provided no litigation is pending.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/2005

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after case is closed and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy provided no litigation is pending.

AGENCY: Department of Administrative Services. Division of Finance. Office of State Debt Collection

SERIES: 25597

TITLE: Debt collection financial records

(continued)

APPRAISAL:

Administrative Fiscal Legal

This disposition is based on the information the records give in showing that the agency is meeting its obligations as set forth in UCA 63A-8-201.

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302